

Application Guidelines:

Name of the organization:	Specify the officially registered name of the organization.
Representative of the organization:	Specify the name and the title of the Project Coordinator, or person who is authorized to sign official documents, if different from the Project Coordinator.
Address:	Include Street, number, post code and town.
Executive summary:	Briefly explain the problem which the project addresses, its goals.
Background of the organization:	Briefly explain the mission of the organization, any past and current programs implemented, as well as its managerial and organizational structure.
Project dates:	Unless the project is time sensitive, it is recommended that project dates should be specified in months number (i.e. “eleven months after the grant is signed).
Project goals:	Explain the goals this project needs to achieve.
Project justification:	Explain how the project contributes to reaching the goals specified in the call for proposals.
Project sustainability:	Explain the future prospects of the project and how it will be sustainable after the project is completed.
Detailed budget:	Present the budget in the form of a spreadsheet, in USD amounts. In case of cost sharing, clearly separate the costs which will be funded by U.S. Embassy from those which will be funded by the applicant or other donors.

Only project proposals that meet the basic criteria outlined in the call for proposals will be considered by the Democracy Commission. Once the application process is over, it may take up to four months for completion of the reviewing process.